

# EMPLOYMENT OPPORTUNITY

1. RPA #	<b>GOE-009</b>
ANALYST'S INITIALS	<b>LD</b>
DATE	<b>06/22/07</b>

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

2. CLASS TITLE <b>Project Manager I</b>	3. POSITION NUMBER <b>327-100-5424-xxx</b>	4. TENURE <b>LIMITED TERM -</b> May become permanent	5. TIME BASE <b>Full Time</b>	6. CBID <b>R01</b>
7. OFFICE OF <b>Little Hoover Commission</b>	9. LOCATION (CITY or COUNTY) <b>SACRAMENTO</b>		13. MONTHLY SALARY <b>\$4,674</b>	
8. SEND APPLICATION TO: <b>Nancy Lyons, Deputy Exec. Director Little Hoover Commission 925 L Street, Ste. 805 Sacramento, CA 95814</b>	10. WORKING HOURS <b>Monday thru Friday, DAYS - 8 a.m. - 5 p.m.</b>		TO	
	11. PUBLIC PHONE NUMBER <b>(916) 445-2125</b>		<b>\$6,239</b>	
	12. CALNET NUMBER <b>(8) 485-2125</b>		14. FILE BY <b>07/05/07</b>	
13. MONTHLY SALARY <b>Ranges A thru B</b>				

## DUTIES

Under general supervision of the executive director or deputy executive director, the incumbent conducts minor studies or assists with the more complex studies undertaken by the Commission. The incumbent organizes and assists senior project managers in directing the public input portions of studies, including the advisory committee process and the public hearing process. The incumbent follows up on completed studies by working with legislative staff to create bills, identify support and opposition and build consensus, keeping senior project managers fully informed so that they may adequately represent the Commission in meetings.

## DESIRABLE QUALIFICATIONS

Ability to write clearly and concisely; ability to reason, organize, set priorities, and work independently with a minimum of supervision; ability to be flexible and work with diverse groups of people, including the commissioners, administration, legislators, legislative staff, academics, local government officials, and the general public; ability and willingness to accept increasing responsibility.

## SELECTION CRITERIA

Current or former state employees must have transfer or reinstatement eligibility to this classification.

### Either I

One year of experience in the California state service performing analytical research and report writing duties or legislative bill analysis in a class with a level of responsibility not less than Associate Governmental Program Analyst.

### Or II

Three years of increasingly responsible professional analytical writing experience, as evidenced by published work in newspapers, magazines, trades or academic journals, or books. (Experience in the California state service applied toward this pattern must include one year performing duties of a class with a level of responsibility not less than Associate Governmental Program Analyst.)

### Or III

Equivalent to graduation from college, with major work in journalism, English, economics, political science, public administration or a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**TO APPLY:** Send a standard state employment application (Std. 678) along with a cover letter to the Little Hoover Commission, Attn: Nancy Lyons, 925 L Street, Suite 805, Sacramento, CA 95814. All applications will be reviewed and only the most qualified will be scheduled for interviews.